



CALIFORNIA GAMBLING CONTROL COMMISSION

STATE APPLICATION PROCESS — MUST DO'S

The California Gambling Control Commission (Commission) and the California Department of Justice, Bureau of Gambling Control (Bureau) are the regulatory bodies for the cardroom industry in California.

As part of this structure, the Bureau receives the license applications, performs the background investigations of the applicants, and provides a recommendation to the Commission regarding the applicant's suitability.

Commission staff reviews the Bureau's background investigation reports and provides its own recommendation to the Commissioners. The Commissioners consider the applications at public hearings held twice a month.

Here are some things to remember while you go through the application process:

- ◆ Double-check your application for accuracy and completeness. The applicant's ability to accurately disclose their background is extremely important when the Commissioners consider an applicant's integrity and honesty. If you are unsure if you should include an item, it is better to include the item than not. Complete and accurate disclosure is the applicant's responsibility.
- ◆ Submit your application in a timely manner. There are laws and regulations that require the applicant to submit their application within a specified time frame. Applicants should allow themselves sufficient time to ensure they can fill out the application, review it for accuracy and completeness, and ask questions as needed. Timeliness is the applicant's responsibility.
- ◆ Disclose all prior criminal convictions. This **includes** convictions that were reduced and/or expunged, unless sealed by a court order. Double-check your traffic violations. A traffic ticket may result in not just an infraction, but also a misdemeanor or felony conviction. Misdemeanor and felony convictions, even if they are traffic violations, **must be disclosed** on your application.
- ◆ Disclose the circumstances for separation from employment. If you were fired or quit, tell us, and describe the circumstances. "Personal" is not a reason.
- ◆ Disclose home foreclosure. We understand why an applicant may not want to share that information. But it is important to be forthcoming with **all** requested information.
- ◆ Resolve outstanding criminal and civil matters. Be proactive in resolving court matters and collection accounts, and document **everything**. You will likely be asked to provide documentation regarding these matters.
- ◆ Participate. If Commission staff informs you that the Commissioners would like you to call in to the meeting, then it's very important that you do so. If you are unable to participate, let staff know immediately so you can be re-scheduled. Otherwise, continuances are not guaranteed. **Licensure approval is a privilege, not a right.**



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IMPORTANT TIMELINES

Applicants must submit their application to the Bureau of Gambling Control by the following dates:

Cardroom Employee Type License (Work Permit/Key Employee)

- ◆ Temporary/Initial — prior to assumption of duties.
- ◆ Renewal — 120 days prior to expiration date.

Third-Party Provider of Proposition Player Services Employee Type License (Worker/Supervisor)

- ◆ Temporary/Initial — prior to assumption of duties.
- ◆ Renewal — 120 days prior to expiration date.

Ownership Interests

- ◆ All applicable documents and applications must be received and approved by the Commission, in advance, to be deemed lawful.
- ◆ Renewal — 120 days prior to expiration date.